

DBGA Processing Status Protocol

Unprocessed	specimen in freezer, record made in SCAN
pending review	pinned, no label created
stage 1	pinned, occurrence label ready for printing
stage 2	pinned, occurrence label added
stage 3	pinned, occurrence label, taxon and catalog number label assigned and added
Unprocessed/NLP	
Expert Required	
Reviewed	
Closed	Education Specimen or Horticulture Collection



Denver Botanic Gardens Collection of Arthropods (DBG:DBG)

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New Occurrence Record

Collector Info

Catalog Number ? Accession # ? Collector ? Number ? Date ? ☐ Auto search

Associated Collectors ? Verbatim Date ?

Latest Identification

Scientific Name ? Author ?

ID Qualifier ? Identified By ? Family ? Date Identified ?

Locality

Country State/Province County Municipality

Locality

☐ Locality Security

Latitude Longitude Uncertainty ? Datum ? Verbatim Coordinates

Elevation in Meters Verbatim Elevation

Misc

Habitat

Substrate

Host

Description

Notes (Occurrence Remarks)

Life Stage ? Sex ? Individual Count ? Sampling Protocol ? Preparations ?

Phenology ? Establishment Means ? ☐ Cultivated

Curation

Type Status ? Disposition ? Occurrence ID ? Field Number ?

Owner Code ? Basis of Record ? Language Label Project Dupe Count

Processing Status

Pending Review

No Set Status

Unprocessed

Unprocessed/NLP

Stage 1

Stage 2

Stage 3

Pending Review

Expert Required

Reviewed

Closed

list: No Checklist Selected

Record and Carryover Locality Information

☐ Remain on Editing Page (add images, determinations, etc)